



Case Number:

HP _____

PLANNING, RESEARCH & DEVELOPMENT DEPARTMENT
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
THROUGH THE EL PASO HISTORIC LANDMARK COMMISSION

PLEASE TYPE OR PRINT:

1. PROPERTY OWNER(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: (____) _____
2. APPLICANT(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: (____) _____
3. LEGAL DESCRIPTION: _____
4. PROPERTY IDENTIFICATION NUMBER: _____ PRESENT ZONING: _____
5. STREET ADDRESS OR LOCATION OF PROPERTY: _____
6. CITY REPRESENTATIVE DISTRICT #: _____ HISTORIC DISTRICT: _____
7. PROPOSED SCOPE OF WORK (Check all that apply):

<input type="checkbox"/> New Construction	<input type="checkbox"/> Structural Repair	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of Administrative Review	<input type="checkbox"/> Non-Structural Repair	_____
<input type="checkbox"/> Addition to Structure		_____
8. DETAILED DESCRIPTION OF PROPOSED WORK (Describe building materials to be used; design type; design elements, i.e. windows, doors, roof; proposed colors; etc. Attach additional page if necessary):

9. SIGNATURE(S) OF OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PROPERTY:
_____ Date: _____
10. SIGNATURE(S) OF REPRESENTATIVE(S) FOR THE ABOVE DESCRIBED PROPERTY:
_____ Date: _____
11. RECEIVED BY:
_____ Date: _____

THE HISTORIC LANDMARK COMMISSION REQUIRES THAT THE APPLICANT OR REPRESENTATIVE BE PRESENT AT THE PUBLIC HEARING FOR THIS REQUEST. THIS APPLICATION WILL NOT BE SCHEDULED FOR AN HLC HEARING UNTIL THE APPLICATION HAS BEEN REVIEWED AND ALL SUPPORTING INFORMATION ON REVERSE SIDE OF THIS FORM HAS BEEN SUBMITTED.

****OFFICE USE ONLY****

HP _____ RECEIVED DATE: ____/____/____ FIELD DATE: ____/____/____
HLC REVIEW DATE: ____/____/____

UNLESS OTHERWISE SPECIFIED, THE EL PASO HISTORIC LANDMARK COMMISSION MEETS AT 4:00 PM,
CITYCOUNCIL CHAMBERS, 2nd FLOOR, CITY HALL BUILDING 2 CIVIC CENTER PLAZA, EL PASO, TX 79901

**REQUIRED DOCUMENTATION FOR APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS**

- ☐ One (1) copy of completed APPLICATION FOR CERTIFICATE OF APPROPRIATENESS form. Applications must be typewritten or printed in ink in legible form. Completed applications shall be accepted and scheduled on a first-come first-serve basis.
- One (1) copy of a:
- ☐ SCALED DETAILED SITE DEVELOPMENT PLAN AND CONSTRUCTION DRAWINGS showing the following:
- a. Legal description of the property;
 - b. Lots lines with dimensions of the areas;
 - c. Location and arrangement of structures;
 - d. Location, type, and arrangement of windows, doors, & other openings where applicable; (Include sample of window and doors from brochure, catalog or manufacturer)
 - e. Square footage of structure(s), including number of dwelling units;
 - f. Required yards and setbacks;
 - g. Proposed building materials (i.e., concrete, stucco, wood, metal);
 - h. Sample of proposed color(s) & texture (i.e., color swatch with name, manufacturer, & number)
 - i. Open spaces, where applicable;
 - j. Landscaped planted areas, where applicable;
 - k. Architectural design of buildings, modification, addition, or new construction (floor plans, side elevations);
 - l. Construction details for roofs, walls, floor, and foundation
- ☐ One (1) copy of a PROOF OF OWNERSHIP or other legal document demonstrating that the individual(s) or corporation making the application for a Certificate of Appropriateness is the current property owner. A certificate from a title company or warranty deed is preferable. A copy of any deed restrictions, existing or proposed, on the property shall also be submitted.
- ☐ One (1) 8½" x 11" copy of the DETAILED SITE DEVELOPMENT PLAN, and CONSTRUCTION DETAILS. Each copy must contain the address and legal description of the property.

IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR HEARING BEFORE THE HISTORIC LANDMARK COMMISSION ("HLC"), THE CASE MAY, AT THE DISCRETION OF THE HLC, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT(S) PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED HEARING, THE CASE MAY BE ACTED ON BY THE HLC OR AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE FAILURE TO APPEAR.

ISSUANCE OF A CERTIFICATE OF APPROPRIATENESS BY THE HISTORIC LANDMARK COMMISSION DOES NOT GUARANTEE ISSUANCE OF A BUILDING PERMIT BY THE BUILDING PERMITS & INSPECTIONS DEPARTMENT. ALL PROPOSED NEW CONSTRUCTION, MODIFICATIONS, ADDITIONS, CHANGES, DEMOLITIONS OR ALTERATIONS ARE SUBJECT TO ALL CITY CODES AND ORDINANCES.

Pursuant to Title 20 Chapter 67:

20.67.180 Appeal to the city council.

Any applicant or the owner of any property located within three hundred feet of any landmark, or the owner of any property with the same historic district as the subject of the appeal, who is aggrieved by a ruling of the commission concerning that landmark under the provisions of this section, may within fifteen days after the ruling of the commission, appeal to the city council by filing written notice of such appeal with the city clerk. Following a public hearing to be held within sixty days of the filing of such notice of appeal, the city council may, by a simple majority vote, uphold or overturn any ruling of the commission made pursuant to this chapter. (Ord. 13016 (part), 1996: Ord. 11678 § 6, 1993: Ord. 10823 (part), 1992)